

UNITED STATES DEPARTMENT OF AGRICULTURE

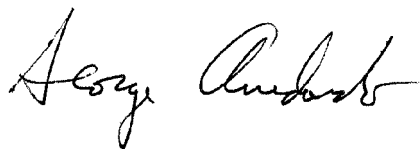
Farm Service Agency
Washington, DC 20250

Notice COR-91

For: State and County Offices

Oilseeds Program Target Reviews

Approved by: Associate Administrator for Operations and Management



1 Overview

**A
Background**

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2000, authorizes the Oilseeds Program.

To minimize the errors that might contribute to incorrect data being uploaded and incorrect payments, COR's shall conduct target reviews of the Oilseeds Program.

**B
Purpose**

This notice provides review instructions for implementing the Oilseeds Program target reviews.

**C
Timeframe**

Oilseeds Program target reviews shall be conducted in 2 phases. Phase I shall begin no later than March 8, 2000, and reports shall be issued no later than March 22, 2000. Phase II shall begin after payments are made, but no later than May 22, 2000.

**D
Priority
Assignments**

Oilseeds Program target reviews take priority over any other COR assignment, unless both ORAS and EDSO agree to another assignment.

Exception: Consent Decree Team assignments still take priority over these target reviews.

Disposal Date

August 1, 2000

Distribution

State Offices; State Offices relay to COR's and County Offices

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2 County Offices To Be Reviewed

A

States With Less Than 200 Oilseed Producers

It is not mandatory that States with less than 200 oilseed producers conduct Oilseeds Program target reviews according to this notice. The following States have been identified as having less than 200 oilseed producers.

| | | | |
|---------------|------------|---------------|----------------|
| Alaska | Arizona | Connecticut | Florida |
| Hawaii | Maine | Massachusetts | Nevada |
| New Hampshire | New Mexico | Oregon | Puerto Rico |
| Rhode Island | Utah | Vermont | Virgin Islands |
| West Virginia | Wyoming | | |

B

Selecting County Offices

Five percent of County Offices in each State not listed in subparagraph A shall be reviewed in both Phase I and II.

Note: County Offices reviewed in Phase I shall not be reviewed in Phase II.

SED shall select County Offices with medium to heavy workload for review.

3 Population and Sample

A

Population

The population shall include all CCC-780's on file in the County Office on the day the review begins.

Note: An application is considered filed when it is entered into the System 36. The Enrollment Application Report will provide a list of all CCC-780's included in the population.

B

Sample

COR shall select a maximum of 15 CCC-780's from the population for review.

4 Verification Items

A

Required Verification Items

COR shall concentrate the Oilseeds Program target reviews to the following verification items.

Note: General references are provided to direct COR's to the basic procedure that relates to the verification item. In referencing a specific finding in the final COR report, a more specific reference is required.

COR's shall verify the following, if applicable:

- producers were notified of the deadline to file missing acreage reports (Notice PF-125)
- COC minutes contain the pertinent facts and the actions taken on applicable COC determinations (16-AO, subparagraph 194 B)
- responsibility delegated to CED to approve CCC-780's was limited to routine applications (1-PF, paragraph 1005)
- procedure for completing manual CCC-780 was followed (1-PF, paragraph 1004)
- procedure relating to the completion and acceptance of FSA-578D's was properly followed (1-PF, paragraph 1043)
- producers of 1999 crop oilseeds claiming the specific oilseed was not planted in 1997 and 1998 have completed the certification of zero acreage (1-PF, paragraph 1043)
- eligible oilseed payment acreage was determined according to procedure (1-PF, paragraph 1023)
- proof of authority is on file when CCC-780 was signed in a representative capacity for any deceased producer or dissolved entity (1-PF, subparagraph 1000 H)
- producers are in compliance with HELC/WC provisions (1-PF, subparagraph 1001 C)
- FSA-658's on file and production records submitted for actual yield purposes are acceptable and verifiable (1-PF, paragraph 1047)

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4 Verification Items (Continued)

A

Required Verification Items (Continued)

- signatures on program documents and forms are acceptable (1-CM, Part 32)
 - FSA-211 was specific to the Oilseeds Program (1-PF, subparagraph 1003 D)
 - producer signatures are received timely (1-PF, subparagraph 1003 C)
 - procedure for approving CCC-780 was followed (1-PF, subparagraph 1003 F)
 - control county and noncontrol county responsibilities were followed (1-PF, paragraph 1048)
 - FSA-568's were properly completed (1-PF, paragraph 1250)
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B

Other Items for Verification

In addition to the verification items in subparagraph A, SED's may add additional items that they are aware of in their State that need to be reviewed.

5 Preparing and Issuing Reports

A

Report Format

COR's shall prepare a report according to 1-COR, paragraph 111.

B

Report Distribution

COR's shall distribute the report according to 1-COR, paragraph 117.

Exception: For common errors to be identified on a timely basis, COR's shall distribute the report within 1 workday of each exit conference for reviews conducted under Phase I.

Do not wait until all reviews are completed to prepare and distribute the applicable COR report.

6 Responding to COR Reports

A

Completing CAP's

CAP's shall be completed according to 1-COR, Part 4.

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7 State Office Actions

A

COR Assignments

Each SED shall be responsible for assigning COR's within their supervision to the County Offices selected for review.

B

Common Error Notification

Phase I target reviews are being implemented to provide information to identify significant errors so that they may be corrected before the national upload.

Phase II target reviews are being implemented to:

- identify significant errors after payments are made
- correct those errors within 90 calendar days of payments.

SED shall:

- notify all County Offices of errors found as review reports are issued
- provide instructions to ensure that significant errors identified are corrected in all counties and records are corrected.

Note: This dissemination of information may be completed through DD's or the issuance of State notices.

ORAS shall advise PECD on common findings being reported during Phase I and Phase II.

C

Problems or Concerns

State Offices with questions or concerns relating to:

- the contents of this notice, except for the verification items in paragraph 4, or the Oilseeds Program target reviews in general shall be directed to Philip Sharp at 202-720-9831
 - specific Oilseeds Program questions, or questions regarding the verification items in paragraph 4, shall be directed to Lynn Tjeerdsma at 202-720-6602.
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